

SHRAB REGRANT PROGRAM

GRANT GUIDELINES

Deadline for application submission

June 15, 2016

The grant application is available on the Idaho State Historical Records Advisory Board webpage:

<http://history.idaho.gov/shrab-grants>

Purpose

The Idaho State Historical Records Advisory Board (SHRAB) provides grants to support projects that both enable and promote the identification, preservation and dissemination of Idaho's historical records. These grants are made possible by funds received from the National Historical Publications and Records Commission, which SHRAB is then able to re-grant to governments, repositories and organizations around the state.

Eligibility

To be eligible to receive a grant from the SHRAB, you must:

- Have a Data Universal Numbering System (DUNS) Number before you can receive an award. A DUNS Number can be obtained by going to, <http://fedgov.dnb.com/webform>
- Be an Idaho non-profit organization, state agency, tribal, city or county government. Federal agencies are not eligible, but may partner with an eligible organization.
- Acknowledge that the Idaho State Archives or SHRAB is not liable for lost or damaged material submitted with your grant application.
- Agree to submit applications and reports electronically and allow the Idaho State Archives and SHRAB to duplicate or republish materials submitted with the grant application and final report for purposes of the selection process.
- Not be a SHRAB member. SHRAB members are not eligible for grant awards.

Restrictions

Grant funds cannot be used for lobbying, fund-raising, bad debts, contingencies, fines and penalties, losses on other awards, unnecessary travel costs, contributions and donations, entertainment, certain depreciation or use allowances, or to fund projects started prior to award notification or completed after December 31, 2016. Only one application per institution will be accepted for the on-site assistance program.

Grant amounts and matching funds

Grants are available for up to \$ \$5,000.00. Applications for amounts less than \$ \$5,000.00 may be submitted as well. Applicants will be asked to estimate the amount of matching funds, either cash or in-kind, they expect to contribute to the project. Awardees will be required to track in-kind matching funds and include the amount in their final report.

Application process

The grant application may be submitted electronically or in paper form. To be considered complete, the application must be signed and include all supporting documentation. Complete applications must be received by the deadline. A SHRAB subcommittee will evaluate the applications and determine which will be funded.

Application deadline

Grant applications and supporting documentation must be POSTMARKED no later than Wednesday, June 15, 2016. Additional information is available on the SHRAB web page: <http://history.idaho.gov/shrab-grants>.

Project support

A letter from the organization's Executive Director, supporting the application is required, in order to document the organization's knowledge of the request and its support

State requirements

All Awardees (recipients of SHRAB award funds or grants) must comply with the requirements of the Attorney General of the State of Idaho and fiscal processes of the Office of the Idaho State Auditor.

Acknowledging SHRAB and NHPRC

Any published materials, radio and TV announcements created by the awardee in conjunction with this grant award needs to include the following credit: **"Supported in part by an award from the Idaho State Historical Records Advisory Board, through funding from the National Historical Publications and Records Commission (NHPRC), and the National Archives and Records Administration."** SHRAB also strongly encourages use of the NHPRC logo on any printed matter. The logo is available on the NHPRC website: <http://www.archives.gov/nhprc/about/logo.html>.

Audit

Recipients of SHRAB funds are subject to audit by the State of Idaho. Complete records must be kept on file for three (3) years following completion of the project. This includes documentation on the source and nature of matching funds and in-kind contributions.

Taxes

The awardee shall pay all taxes and other such amounts required by federal, state and local law, including but not limited to federal personal income taxes, Social Security taxes and sales taxes.

Grant extensions

An extension may be granted by the SHRAB if the project is not completed for some reason by the grant end date listed on the application or by the end of the grant cycle. If the project is not completed by the end date and an extension has not been applied for and granted by the Board, the grant may be terminated. Any funds not distributed may then be used by the SHRAB for other purposes.

Reporting

Individuals or organizations receiving grants must submit the following four (4) items in electronic format upon completion of their project:

- 1) A copy of any final finding aids, manuals, guides, forms or other materials resulting from the project.
- 2) A final narrative report of no more than two pages on the results and benefits of the project.
- 3) A one-page final financial statement on the project budget explaining how the grant recipient spent the grant money. The report shall include any actual matching cash or in-kind contributions to the project or activity with an actual signature attesting that the information is true and accurate. This report shall be submitted to the State Historical Records Advisory Board, 2205 N. Penitentiary Road, Boise ID 83712-8250, by Wednesday, November 30, 2016.*Template will be provided with award letter and via e-mail.
- 4) An invoice addressed to SHRAB for the total amount of money expended to be paid up to, but not exceeding, the 'approved re-grant amount.' Reports about projects may be posted on the SHRAB website. If the applicant desires that the grant report not be made public, he or she must submit such a request in writing to the SHRAB Coordinator or his or her representative with the final report to explain the rationale behind the request. Requests will be reviewed and a decision will be rendered by the board or its representative(s). *Template will be provided with award letter and via e-mail.

Grant payment

One payment will be made at the end of the project to reimburse eligible expenses. Award recipients will submit an invoice(s) along with the final report when the project or activity is completed. When all final documents have been received, reviewed, and approved, payment documents will be processed and a State of Idaho check or warrant will be issued.

Applicants shall report immediately to the SHRAB Coordinator or his representative(s) any changes/amendments to the original application, including funds requested, and the reason for the change. "The SHRAB Coordinator must approve any changes/amendments in advance." Applicants should make their request in writing or email, and the Coordinator should respond in writing or email, and those documents should be placed in the grant file.

Information to assist in preparing the grant application

The applicant should indicate what the benefit of the project will be to the Idaho historic records community. For example, if the applicant is submitting a proposal to attend or present at an out-of-state event, he/she should explain how the knowledge gained will be shared with the Idaho community (an in-person and/or online presentation, publication, etc.). In-kind and cash matching are explained below as well as those expenses that are eligible for reimbursement and those that are not.

In-Kind Matching and Cash Matching

There are two types of applicant contributions to total regrant project costs: in-kind match and cash match.

1. **In-Kind Match:** This is the contribution of resources without the expenditure of additional funds. In-kind match may include the value of volunteers' time that is donated. Volunteer time can be calculated at \$20.00 per hour. The value of the time that staff will spend specifically on the grant project or activity, using the regular rate of pay or staff. Other examples include the value of radio ads, supplies donated, donated equipment or value of renting the equipment that is donated, and room rental that is donated. A one-page financial statement, including a description of in-kind matches and their value (dollar amount), shall be included with the final grant report with a signature attesting the amounts listed are true and accurate.
2. **Cash Match:** is the amount of money the repository spends specifically on this project that will not be reimbursed by the grant funds. For example, hiring a project archivist and paying all or part of the salary from organizational funds, purchasing equipment or supplies, etc. If there is any cash match, a brief description and the source, along with the amount, shall be listed in the final grant report.

Eligible Expenses:

- **Consultant fees:** Individuals recruited to provide specialized services such as planning, training, program development and facility assessments. Grant funds can be used to pay a maximum of \$5,000.00 and the grant recipient, as part of their cash match, must cover any fees in excess of this limit.
- **Supplies:** Materials such as acid-free boxes and folders or other justified archival supplies.
- **Contracted Services:** Microfilming, photo-reproduction, or similar professional services.
- **Travel Expenses:** Only for travel that is essential to achieve project goals. Travel expenses using grant funds cannot be reimbursed at more than the current rate of the Idaho State Travel Policies and Procedures in accordance with Idaho Code (www.sco.idaho.gov – Accounting – Fiscal Policies – Travel Policy). The Grant will reimburse recipient for (1) actual expenses documented with receipts for meals, airfare, and other defined expenses; and/or (2) gas documented with receipts or mileage at the rate defined by Idaho State Travel Policies and Procedures. Consultant travel and other reimbursable expenses should be included with consultant fees.

Ineligible Expenses:

- **Personnel:** Costs for existing, full-time staff positions or overtime hours. Budget proposals may show staff time under in-kind matching.
- **Capital Improvements:** Costs for the construction or renovation of any building, the purchase of land, or the rental of space. Budget proposal may show building renovations under cash match.
- **Collection Development:** Costs for purchasing materials to be added to collections such as books, maps, manuscripts, photographs, etc.
- **Training:** Expenses for training or staff travel to professional meetings, seminars, and workshops that **are not** essential to achieve project goals.
- **Equipment:** Costs for the purchase of equipment such as office furnishings and file cabinets. Budget proposals may show equipment purchase costs under cash match.
- **Services:** Costs for service contracts for equipment purchased as part of the grant project. Such expenses may be shown as cash match.

SHRAB review criteria

SHRAB will review and evaluate all applications and supporting documentation received by the deadline, as described in the application form and these guidelines. The Board may award all or none of the funds requested. In determining whether an applicant shall receive a grant, some of the criteria that the SHRAB subcommittee will consider include:

- Will the project identify, preserve and/or make accessible significant Idaho historical records?
- Will the project increase the archival knowledge and/or skills of archivists and other historical record custodians?
- Does the applicant indicate how the project will be shared with the Idaho historic records community?
- Will the project institute and/or encourage sound archival practices?
- Are the proposed activities and expenditures appropriate and cost effective?
- Does the submitted proposal adhere to regrant project application requirements and does it contain sufficient information for SHRAB decision-making?
- Has the applicant submitted accurate financial information and do the financial projections seem realistic enough to allow for successful completion of the project?
- Does the project support the mission, goals, and objectives of the Idaho State Historical Records Advisory Board?

Items to be submitted for grant consideration

- ☐ Application Narrative
- ☐ Form W-9
- ☐ Assurances form - signed
- ☐ Lobbying disclosure – signed
- ☐ Budget
- ☐ Organization Information Form

For more information

For more information, please contact the Idaho SHRAB Coordinator:

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